



Class Title	Fire Marshal
Position Number	0441
Department	Fire Department
Division	Fire Marshal's Office
Supervised By	Fire Chief

Nature of Work:

Performs advanced managerial, technical and administrative work in the area of code enforcement and investigations; serves as a member of the Fire Department's senior management team to further the mission, vision and values of James City County.

Primary Duties:

- Manages the staff and programs of the Fire Marshal's Office of the Fire Department; provides direction and supervision to assigned staff; evaluates, approves timesheets, conducts certification training of Assistant Fire Marshals and tactical medics.
- Oversees investigation of accidental and criminal initiated fires, hazardous materials incidents, bombings, explosions, and threats to commit such offenses, and other violations of criminal law; provides direction and support in active investigations from initial scene examination to courtroom testimony; reviews case files prior to submission to Commonwealth's Attorney; reviews Search Warrant Affidavits before submission to magistrate; manages case filing and photograph filing systems; conducts internal investigations as directed by the Fire Chief.
- Prepares division budget, reports and proposals as directed by the Fire Chief.
- Serves as the James City County Fire Code Official and technical assistant to the Building Official
- Manages the development of new and revised programs and activities that effect improvements in fire prevention and/or emergency operations.
- Oversees pre-employment background investigations and internal affairs investigations as assigned by the Fire Chief.
- Serves as liaison between the Fire Marshal's Office, James City County Police Department and the Commonwealth Attorney's Office, Circuit Court, General District Court, Juvenile and Domestic Relations Court; Juvenile Court Services; and Magistrate's Office.
- Oversees the performance of code enforcement and public building inspections for compliance with the statewide fire prevention code, and hotel/motel, institutional, and assembly use inspections.
- Manages the SWAT Medical Support Team; coordinates James City County Police Department (JCCPD) SWAT training for tactical EMT members; serves as primary point of contact between SWAT Medical Support Team and regional narcotics task force.
- Performs all other duties assigned by the Fire Chief.

Job Preparation Needed:

- Requires extensive knowledge of fire prevention, code enforcement, and investigation and control techniques, rules of evidence, laws pertaining to search and seizure, and civil and criminal statutes related to the performance of the duties of the Fire Marshal's Office; thorough knowledge of fire suppression principles, practices, apparatus, equipment, and various extinguishing agents, and police policies and procedures including investigations; and general knowledge of emergency medical principles, practices, apparatus, and equipment.
- Must be able to understand and accurately interpret the Statewide Fire Prevention Code and Uniform Statewide Building Code.
- Requires considerable skill in the collection and analysis of evidence, questioning, and interviewing techniques, and the organization and preparation of clear and concise reports.
- Must meet all post offer and post hire requirements for Fire Rescue Captain. Requires five years of experience as an Assistant Fire Marshal with ten years of total fire service experience.

Post Offer Requirements**Introductory Period: 12 months****Job Locations and Conditions:**

- Performs work indoors and outdoors in a variety of settings and in all weather conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions



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General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with public, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities:

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to "visualize" objects of two or three dimensions, or to think visually of geometric forms.

Manual Dexterity:

- Must have ability to use telephone, use radio/console, use calculator, use fax machine, manipulate computer keyboard and mouse, use hand tools, and use power tools.

Finger Dexterity:

- Essential to job.

Physical Demands:

- Strength: Must have ability to frequently lift, push/pull, and hold/carry 50 ± lbs.
- Climbing: Must have ability to climb step stool, 8-10' step ladder, extension ladder, 6 or more flights.
- Standing, sitting, walking, running: Must have ability to: frequently (5-7 hours/day) stand, frequently (1-3 hours/day) sit, frequently (1-3 hours/day) walk, and frequently (1-3 hours/day) run. Must be able to walk over flat and rough terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 50 ± times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 50 ± times per day.
- Seeing: Must have ability for depth perception, color perception, focus, night vision, and peripheral vision.

Driving:

- Must have ability to drive automatic transmission: car, van, small truck, medium truck, large truck, and truck with equipment; standard transmission: medium truck, large truck, and truck with equipment; and, multi-gear transmission: truck with equipment.